

BID BOARD NOTICE

PROCUREMENT ID NUMBER: PHPA-S1893

EMARYLAND MARKETPLACE BID NUMBER: MDM0031020578

ISSUE DATE: May 6, 2015

TITLE: Printing and Collating of Materials for Responsible Tobacco Retailer Toolkits

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Please apply at <http://emaryland.buyspeed.com/bsr> to begin the process, and then follow the prompts to see if your business qualifies. For assistance in the SBR registration process, please call 410-767-1492. If you qualify, please put your SBR number on the bid page.

Summary Statement

The Center for Tobacco Prevention and Control (hereafter referred to as CTPC) within the Maryland Department of Health and Mental Hygiene (DHMH) is soliciting bids to print and collate/package materials to support initiatives that promote responsible tobacco retailing in sales outlets, change community norms, and reinforce that selling tobacco to youth under the age of 18 is in violation of local, state and federal laws.

A single contract will be awarded. Bidders must first meet all of the mandatory requirements; afterwards an award will be made on the basis of the most advantageous offer to the State of Maryland considering the lowest unit price per complete packet and that requirements listed in the Scope of Service are met. The anticipated term of the contract resulting from this solicitation will begin *on or about* May 18, 2015 through June 30, 2015. **Bids must not exceed \$25,000.**

Background

CTPC is seeking a vendor to print, collate/assemble, and deliver to the Mailing and Distribution Center at Maryland Correctional Enterprises (MCE) educational packets that promote responsible tobacco retailing. High-resolution and workable files will be made available to the

selected Bidder upon award. CTPC will also provide a list of materials and how they must be ordered/placed within the packets upon award.

Scope of Service

The selected Bidder shall provide the following:

- A. Provide production proofs for all materials to be printed, in both digital and hard copy formats to CTPC no later than **May 26, 2015**. CTPC will have final approval of all materials prior to printing. High-resolution and workable files will be made available to the selected Bidder upon award. **Please note, state offices will be closed from May 22, 2015 through May 25, 2015.*
- B. Print and collate/assemble complete educational packets using the specifications provided in Attachment B. Approval must be received from CTPC prior to printing materials. Materials must be placed within the pocket folder in the order provided by CTPC upon award. Materials must be printed and packaged so they are ready for distribution upon leaving the printing facility.

The complete educational packets must contain one copy of each of the following items:

- 1. *Envelope*
 - i. *Pocket Folder*
 - 1. *Letter to Retailer*
 - 2. *Retailer Guide*
 - 3. *Law Charts*
 - 4. *Retailer Checklist*
 - 5. *Quick Reference Guide*
 - 6. *Poster (8.5 x 11)*
 - 7. *Poster (11 x 17)*
 - 8. *Pledge to Protect Kids*
 - 9. *Sticker (logo)*
 - 10. *Magnet (text)*
 - 11. *Window Cling*

- C. Deliver all materials to the Mailing and Distribution Center at Maryland Correctional Enterprises no later than **June 19, 2015**.
- D. The selected Bidder shall be responsible for providing minor edits to the creative files – re-sizing and adjustment of the text, if needed. High-resolution and workable files will be made available to the selected Bidder upon award. If edits are necessary, once edits have been completed and approved by the Department, the selected Offeror shall ensure files are as “camera-ready” artwork in the specifications necessary for printing.

- E. Provide all final files and proof of deliverables to CTPC due no later than **June 30, 2015**. Proof of deliverables may include: a signed document from the printing facility stating that all materials have been printed, collated, finalized and shipped to MCE; a signed document from MCE stating they have received all materials in a “ready to distribute” format; and any other forms of documentation showing proof of deliverables.

Ownership and Rights of Materials

Work produced as a result of this solicitation is and shall remain the sole property of the Department. The selected Bidder agrees that, at all times during the term of this contract and thereafter, the works created and services performed shall be “works made for hire” as that term is interpreted under the federal copyright law. **All materials developed will remain the property of the State of Maryland.**

All design, production, printing, and distribution-related fees must be included in the final bid price. Final products must be available for the perpetual use of the Department for future campaigns at no additional cost. The Department will have final approval on the final materials. All materials, including component pieces, will be the property of and solely owned by the Department.

If changes are made to the original creative, the selected Bidder shall provide all final products in “ready to use” formats. All print materials shall be packaged and sent in both high resolution PDF formats (300 dpi at full size or better) and their original file formats (I.e., InDesign, Photoshop, Illustrator, etc.). Any vector based graphics shall be submitted in their original, editable file formats. The selected Bidder shall provide a summary document outlining all of the specs (I.e., fonts, colors, etc.) used in the designs, so the Department may use the ads in the future. The selected Bidder shall provide all material files in a variety of electronic formats (I.e., JPEG, PDF, gif, tif, DVD copies, etc.) as deemed necessary by the Department.

Mandatory Requirements

- 1) This solicitation has been designated as a Small Business Reserve (SBR). You must be registered as an SBR in order to submit a bid.
- 2) The selected Bidder may not currently work with or have a history of working with the tobacco industry.
- 3) The Bidder must have a minimum of three (3) years of experience printing large quantities of materials. The Bidder shall submit a client list for similar projects over the last three (3) years to demonstrate experience.

Contract Term

The term of this contract shall be *on or about* May 18, 2015 through June 30, 2015.

Billing

Payment will be made by the Center for Tobacco Prevention and Control upon receipt of acceptable deliverables and invoices from the Contractor. The selected Bidder shall bill the Department 100% upon satisfactory completion of project deliverables, receipt of a final itemized invoice and documentation showing proof of deliverables have been met from the selected vendor. **Invoices must be on company letterhead and include vendor's name, address, date, line item breakdown, Tax ID #, contract number, contract dates, Blanket Purchase Order (BPO) number, and signature in order to be processed.**

Award

This is a multi-step bid. Vendors must first meet all of the mandatory requirements; afterwards an award will be made on the basis of the most advantageous offer to the State of Maryland considering the lowest unit price per complete packet and that requirements listed in the Scope of Service are met. *Bids exceeding \$25,000 will not be accepted.*

TIE-BIDS

If bids are received from responsive and responsible bidders that are identical in unit price per complete packet, terms and conditions, and which meet all the requirements set forth in the Invitation of Bids, an award will be made in accordance with COMAR 21.05.02.14B.

If a tie still exists, the bidder who provides the greatest amount of complete packets shall be used to determine the successful bidder.

BID SUBMISSION INFORMATION

Interested parties should submit their bid with a completed "Bid Form" in a single envelope with the Procurement Officer information and the Procurement ID clearly marked. The bid must include ALL final costs for completing the project.

SUBMISSION DEADLINE

Bids must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 12:00pm NOON on May 15, 2015** in order to be considered. Submission envelope must show the Procurement ID number. **Bidders cannot submit multiple responses and only one bid permitted per envelope.**

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the Third (3rd) Floor, Room 306 and ask for Chuck Bailey. *NOTE: When dropping off the bid, please obtain a receipt indicating bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Chuck Bailey, 410-767-5601). *NOTE: When dropping off the bid, please obtain a receipt indicating bid was received.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the offers must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed (by e-mail only, no phone call will be accepted) to the PROCUREMENT OFFICER.

DHMH Procurement Officer

Chuck Bailey
Procurement Specialist
MD DHMH
201 W. Preston St.
Baltimore, MD 21201
Phone: 410-767-5601
chuck.bailey@maryland.gov

ISSUING OFFICE:

Dana Moncrief
Chief, Statewide Public Health Initiatives
MD DHMH
Center for Tobacco Prevention and Control
201 West Preston Street
Baltimore, MD 21201

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO
RESPOND TO THIS SOLICITATION.**

Attachment A: Bid Form

PROCUREMENT I.D. NUMBER: PHPA-S1893

ISSUE DATE: May 6, 2015

TITLE: *Printing and Collating of Materials for Responsible Tobacco Retailer Toolkits*

A. Offeror Information:

Vendor Name: _____
Federal Tax ID (FEIN#): _____
Contact Person: _____
Address: _____
Telephone/Email: _____
Fax: _____
SBR Number: _____

Item
Letter to Retailer
Retailer Guide
Law Charts
Retailer Checklist
Quick Reference Guide
Envelope
Poster (8.5x 11)
Pledge to Protect Kids
Sticker (logo)
Magnet (text)
Pocket Folder
Window Cling
Poster (11 x 17)

A) Total number of complete educational packets (consisting of one (1) of each item listed above, per the specifications in Attachment B) to be produced (printed, collated, shipped to MCE): _____

B) Price per complete packet: \$ _____
**Unit price must be fully loaded and include all charges (printing, collating, distribution, etc.) No additional charges will be paid.*

C) Total cost: \$ _____
**Costs exceeding \$25,000 will be rejected.*

Signature

Date

Vendor signature and date certifies that bid submission is correct and that vendor agrees to perform all services stated in BBN PHPA-S1893

Attachment B: Printing Specifications

Item	Paper	Specifications
Letter to Retailer	80# gloss text white	8.5"x11", 2-color, 1-side
Retailer Guide	80# gloss cover white	8.5" x 11" finish, 11" x 17" flat, Full color/bleeds, saddle stitch/ 1 fold, 16 pages. (including cover)
Law Charts	80# gloss text white	8.5"x11", 4-color, 2-side
Retailer Checklist	80# gloss text white	8.5"x11", 4-color, 1-side
Quick Reference Guide	14 pt. cardstock gloss	5.5" x 8.5" finish, 11" x 8.5" flat. Full color. 1 fold , 2-side
Envelope	28# white wove	10"x13" 4-color, 1-side
Poster	80# gloss cover white	8.5"x11", 4-color, 1-side
Pledge to Protect Kids	80# gloss text white	8.5"x11", 4-color, 1-side
Sticker (logo)	Glossy White Peel and Stick/sticky back	2.5"x3.5", 4-color
Magnet (text)	17pt magnetic stock UV coated for high-gloss finish	2.5"x3.5", 4-color
Pocket Folder	80# gloss cover white	9"x12" finish, 4-color/bleeds, 1-side, 4" pockets
Window Cling	Window cling material	8.5" x 3" full color, one side/bleeds. Cannot see thru. Put up on inside of store. View from outside store.
Poster	80# gloss cover white	11"x17", 4-color, 1-side, folds to fit in packet